



***TOWN OF NORWOOD  
SIGN BY-LAW  
AS AMENDED THROUGH JULY 1, 2003***

***BY-LAW  
DEFINITIONS  
SIGN APPLICATION***



***As presented by:  
Building Dept. Town of Norwood***

The following pages include: THE SIGN BYLAW AS AMENDED THROUGH 7/1/03  
SIGN DEFINITIONS AS AMENDED THROUGH 7/1/03  
A SIGN APPLICATION  
NORWOOD ZONING MAP

Please review the Bylaw. Sections vary. There are specific requirements for:

SIGNS IN RESIDENTIAL DISTRICTS  
SIGNS IN ALL NON-RESIDENTIAL DISTRICTS  
SIGNS HAVING FRONTAGE ON ROUTE ONE  
BUSINESS + OFFICE RESEARCH DISTRICTS  
LIMITED MFG. + MFG. DISTRICTS  
TEMPORARY SIGNS  
SIGN SIZE INCENTIVE  
SIGN NUMBER INCENTIVE  
CONSTRUCTION + MAINTENANCE  
NON-CONFORMING SIGNS  
SIGN TYPES  
SIGN CONTENT  
ILLUMINATION  
GENERAL REGULATIONS [LOCATION, PROJECTION, OVERHANGING SIGNS]  
PERMIT PROCEDURES

These regulations – along with sign definitions – will provide you with the information you need to design a sign for a specific location.

[[HELPFUL LINK](#)] – CLICK HERE TO ACCESS the Zoning Map of the Town of Norwood to determine your particular zone designation.

**Attractive, well-designed signs** have a **beneficial impact**. Why...because they provide clear identification of an individual shop...because they positively impact other peoples image of Norwood...because they create a pleasant environment that attracts people...because they stimulate business activity.

On the other hand, poorly designed or maintained signs can have a harmful impact on your businesses visual and physical environment. Why...because they often decrease property values...because they could create hazardous vehicular and pedestrian traffic...because they may conceal and confuse permitted signs...because they often degrade the visual quality of the area where they are located.

Think it over. What you have now possibly should be changed to both enhance your business and contribute to the visual and economic visibility of Norwood.

#### IS IT TIME FOR A NEW SIGN?

It might be if.....

- you have a sign in a state of disrepair
- you are expanding your business by adding more storefront
- you have a sign that doesn't project the image you want
- you have a sign that's too big or inappropriate for your building
- you're opening a new business.

## WHAT IS THE PURPOSE OF A NEW SIGN?

1. To communicate messages:  
Who occupies the establishment?
2. To furnish information about goods and services.  
Is it a restaurant or a bookstore? Do they deliver? How do I contact you – phone – web site?
3. To provide orientation:  
Are you in Norwood center, South Norwood, Route One, etc.?
4. To convey an image:  
Is it an elegant place or a more simple place?

Your sign may serve each of these functions or perhaps only one; however, it is in your best interest to do it well.

Create a good design for your business. Fit the sign to your building. Some buildings have areas dedicated to sign placement. Make the sign clear. Select the right lighting. Work with your neighbors. Work within the towns regulations.

## BUILDING INSPECTORS COMMENTS

As a private citizen and the Enforcement Officer of this Bylaw I have a special interest in the attached document. The goal of my office has always been to be an impartial administrator of both the Zoning Bylaw and the State Building Code. By continuing to work with the business community and the residents, we feel that Norwood will be the best possible place to live and do business throughout the greater Boston area. We believe a large portion of the businesses reflect the strength of business climate attributed to the Town of Norwood. With your help we expect that positive climate to continue.

A sign is an integral part of any façade of a building. Used effectively it can improve the entire appearance of your building and *improve the volume of your business. More business traffic usually equates to an improved income level.*

Finally, as much as any one sign indicates the strength of an individual business, the size, location, lettering and so forth of neighboring signs in a business district often provides a quick insight into the condition of a business community as a whole. We think that you would agree that harmony in signage is certainly a more effective and positive image than disharmony.

## 5210. Purpose [Revised 11/16/92]

The following sign regulations are intended to serve these objectives:

Protect and enhance the visual environment of this town and the safety, convenience and welfare of its residents, and facilitate efficient communications to ensure that people are able to receive the messages they need or want, and promote good relationships between signs and the buildings and environment to which they relate, and support business vitality by avoiding burdensome procedures and restrictions.

## 5220. Permit Procedures

## 5221. Permit Required

No sign shall be erected, placed or improved prior to the issuance of a sign permit issued by the inspector of buildings, except as exempted herein. Application for a sign permit shall be made in writing on a form furnished by the inspector of buildings and shall include plans as required and a fee as established.

## 5222. Inspector's Action

The inspector of buildings shall act upon the application within thirty days after the filing of the completed application. If the proposed sign conforms to this bylaw, the sign permit shall be issued. If the sign permit is not granted, the inspector of buildings shall notify the applicant in writing, citing the reason(s) for denial. The applicant may reapply, complying with these bylaws or appeal the decision of the inspector of buildings to the board of appeals.

## 5223. Permit Duration

Any sign permit duly issued shall be deemed invalid unless the sign authorized by it has been commenced within six months after its issuance. The inspector of buildings may authorize in writing a single six month extension upon written petition of the applicant.

## 5230. General Regulations

## 5231. Location [Revised 3/4/91]

- a. Sign Location. No sign shall extend above the wall to which it is attached, and no sign shall be located on the roof of any structure in any district, except for decorative roof-like structures (often termed "mansards") with pitch no less than 20 vertical in 12 horizontal.
- b. Projection. The following shall be observed by all signs except those on awnings, to which it does not apply. No sign parallel to the wall to which it is attached shall project more than twelve inches from the face of that wall, and no sign perpendicular to the wall shall project by more than six feet from it. Only a sign whose face is parallel with the wall surface to which it is attached may extend into, on, or over a public sidewalk, street, or way, and then by not more than six inches.
- c. Overhanging signs. Any sign which projects into, on, or over a public sidewalk, street, or way is subject to the provisions of Article 14 of the State Building Code regulating signs projecting into, on, or over a public sidewalk, street, or way (see 1403.2.3 and 1411.0) and shall be subject to bonding and/or insurance requirements as determined by the board of selectmen (see State Building Code Section 1406.1 and Norwood Town Bylaws, Police Regulations, Article XII, Section 4).

## 5232. Illumination

- a. Lighting type. Signs shall be illuminated only by steady, stationary light either internal to the sign or directed solely at it by light sources shielded and directed away from any abutting street or residential district.
- b. Hours of Illumination. Signs on buildings or lots within or abutting a residential district shall not be lighted between 11 p.m. and 5 a.m. unless the premises on which the sign is located are in active use during the hours the sign is lighted.

## 5233. Sign Content

- a. Standard displays. Standard brand names, logos, symbols, or slogans of advertised products or services shall be displayed only if that brand comprises more than twenty-five (25) percent of the dollar value of sales on the premises, as declared by affidavit by the business owner or manager.
- b. Political signs. On order of the Massachusetts Attorney General, these bylaws may not be enforced against the display of political signs in violation of the First Amendment to the United States Constitution.

5234. Sign type

- a. Moving signs. No sign, any part of which moves, or is designed to move or to be moved by any means, shall be erected or maintained in any district, except such portions of a sign that consist solely of indicators of time, temperature and/or measure, gasoline pumps, "barber poles" not exceeding two feet in height, and excavating and other temporary warning signs for the safety of the public.
- b. Attachment. No sign shall be painted or posted directly on the exterior surface of any wall but must be painted, posted or otherwise securely affixed to a substantial intermediary removable surface which shall be securely affixed to the building. The foregoing, however, shall not prevent installation of a sign consisting of individual letters or devices securely affixed to the exterior wall of the building. The material and construction of any sign and intermediary surface and the manner of attachment of the sign to the intermediary surface and the intermediary surface to the wall of the building shall be in accordance with applicable provisions of the State Building Code.

5235. Temporary signs

- a. Applicability. Unless specified to the contrary in this bylaw, temporary signs must comply with all applicable requirements for permanent signs, including issuance of a sign permit.
- b. Window signs. Temporary signs not meeting the requirements for permanent signs may advertise sales, special events, or changes in the nature of an operation and are restricted to devices made of paper, posterboard, cardboard, cloth, canvas, fabric, cardboard, or other light material placed in or on display windows, or markings of removable paint or marker inscribed directly on glass, if such devices and markings cover not more than 30% of window area, are not permanently mounted, and are illuminated by building illumination only, but shall not otherwise be used to advertise a continuing or recurrent activity, and shall be removed within seven days after the information they display is out of date or no longer relevant.
- c. Real Estate and Construction signs. A temporary sign may be erected during sale, lease, rental, or construction of a building or subdivision. Such sign shall not exceed forty square feet in area for premises having frontage on Route 1, and in other cases shall not exceed six square feet in area in residential districts and ten square feet in area in nonresidential districts. Construction signs shall not be erected prior to the issuance of a building permit, or prior to commencement of work if said work does not require a building permit.
- d. Transient event signs. Temporary signs which indicate garage or yard sales, bazaars, dinners, or other nonprofit events and similar occasional uses shall comply with the Town Bylaws<sup>1</sup>, and any conditions imposed in granting of licenses for such events by the board of selectmen.
- e. Banners. A temporary banner or similar sign, if permitted by the board of selectmen under its authority to control use of town ways under Norwood Town Bylaws<sup>1</sup> may be placed above or across a public or private street or way upon such terms and conditions as the selectmen shall determine.
- f. Vehicles. A truck, trailer, or other vehicle shall be construed as a temporary sign, subject to the requirements applicable to permanent signs, if placed at a location especially prepared for display through special lighting or elevation, or in the case of commercial vehicles having lettering, logos, or similar devices, if such vehicles are placed at a location more prominent than a feasible alternative on the site for a cumulative total of ten or more days following written order not to do so by the inspector of buildings.

Appeal of actions or inactions under this provision may be brought to the board of appeals under Section 8 of Chapter 40A, MGL.

5236. Construction and maintenance [Revised 11/16/92]

Signs shall be maintained in a safe and legible condition through prompt replacement of damaged, deteriorated, or missing elements, repainting, and structural replacement as necessary, in accordance with Sections 2900.0 through 2915.0 of the State Building Code. Any sign that is not properly maintained within ten days following notification from the inspector of buildings to do so, or would require expenditures for improvement exceeding the limits of Section 5237c below, shall be ordered by the inspector of buildings to be removed.

5237. Nonconforming signs [Revised 11/16/92]

Any accessory sign made nonconforming as a result of adoption of regulations following its legal erection may remain, except as qualified below.

<sup>1</sup>For example, Article XII, Section 31 regarding signs within a right-of-way.

- a. Maintenance. Nothing in this section shall be deemed to prevent keeping in good repair a nonconforming sign, including sign maintenance, repainting (without lettering or design alteration), and replacement of broken or deteriorated parts of the sign or its supporting structure, if within the limits prescribed below.
- b. Revision. No nonconforming sign shall have its lettering or design altered unless in doing so the sign is brought into conformity.
- c. Restoration Limit. Excluding the cost of changing movable parts of an approved sign that is designed for such changes or the repainting or reposting of display matter, provided the wording of the sign is not altered or the conditions of the original approval are not violated, any nonconforming sign which has deteriorated or been destroyed or damaged to such an extent that the cost of restoration or maintenance as required under Section 5236 above would exceed 50 percent of the replacement cost of the sign at the time of the destruction or damage, shall be brought into conformity through being repaired, rebuilt, or altered to conform to the requirements of this bylaw, or it shall be removed. Compliance is the responsibility of the owner of the sign, and shall be carried out within thirty days of order by the building inspector to do so.

Nonconforming non-accessory signs such as billboards shall be removed upon expiration of their permit from the outdoor advertising board or, if not under such permit, within thirty days of notification of violation by the inspector of buildings.

#### 5238. Removal

The removal of all signs is the responsibility of the business occupant. When the business ceases operation, the occupant shall remove the sign within twenty days of the cessation of business. In the event the business occupant ceases operation and fails to remove the sign within sixty days, the building inspector shall find the sign has been abandoned and shall order the property owner to remove the sign.

An otherwise conforming sign will be made nonconforming if a change or termination in activities on the premises causes its message to no longer relate to the premises or activities thereon. In such cases the sign shall be removed, except that if the sign is otherwise conforming, the sign structure may be retained with the message portion covered with a single color permanent material.

#### 5239. Non-accessory signs

Non-accessory signs are not allowed in any district in the Town of Norwood.

#### 5240. District Regulations.

##### 5241. Signs in all districts [Revised 5/9/94]

Churches and private schools may erect a single sign not exceeding twelve square feet in area. Such sign shall either be a wall sign or a standing sign set back a minimum of five feet from the nearest exterior line of the street.

##### 5242. Signs in Residential Districts

Signs are permitted as follows in General Residence (G), Single Residence (S), Single Residence I (S1), Single Residence II (S2), and Multifamily (A) districts.

- a. Number, size and type. There may be one sign per lot, set back a minimum of five feet from each property line, indicating only the name or occupant, the street name and number, and a use or occupation permitted under this bylaw. Such sign may be a standing sign or a wall sign, but it shall not exceed two square feet or, where it indicates a permitted use or occupation, four square feet in area.
- b. Temporary signs. Temporary signs as regulated under Section 5235 above may be used but shall not be lighted.

##### 5243. Signs in All Nonresidential Districts [Revised 5/9/94]

- a. Temporary signs. Temporary signs may be used only as regulated under Section 5235 above.
- b. Directory sign. In addition to the sign or signs allowed below, one directory of the occupants of a building may be affixed to the exterior wall at each public entrance to the building. Such directory may provide up to one square foot for each separate occupant of the building, but in no event shall the directory sign area total exceed six square feet.
- c. Window signs. In addition to the sign or signs allowed below, a window sign may be painted, attached, or placed on the premises. A window sign may cover no more than 30% of the particular window upon which it is mounted, and the area of such sign in excess of two square feet shall be deducted from the total area allowed for wall signs below.



- d. Sign spaces. Where a commercial building in existence prior to January 1, 1990 has a wall surface integrally designed and articulated for the location of a wall sign, that sign may fill the entire articulated area regardless of size, provided that the area enclosing all letters, figures, or representations on the sign is restricted to the sign area allowed below.

5244. Permanent signs in all nonresidential districts for premises having frontage on Route One from the Westwood to the Walpole line. [Revised 11/16/92]

- a. Number. There shall be not more than one principal wall sign per separate occupant per lot.
- b. Size. Each principal wall sign may have sign area of up to 50 square feet. However, the area of each principal wall sign may be up to 5% of that separate occupant's leased or owned portion of the facade to which the sign is affixed, even though resulting in a sign larger than 50 square feet.
- c. Standing Signs. A standing sign which advertises the occupant(s) of the premises is permitted, but shall not exceed twenty-five feet in height or width or one hundred square feet in area, and shall not be located within fifteen feet of any property line. However, the board of appeals by special permit may allow a standing sign to be as close as five feet from a property line provided that for every foot the standing sign is within the fifteen foot setback there is a corresponding reduction of five square feet of sign area.
- d. Secondary Signs. There may be up to two secondary wall signs on a lot, each relating to a separate building, entrance, or frontage on a street or parking area. Each such sign shall have area of up to one square foot for each foot of length of that separate occupant's leased or owned portion of the facade to which the sign is affixed, except that in no event shall any secondary sign exceed thirty square feet.
- e. Secondary Standing Signs. A secondary sign is permitted for each separate business located on a separate lot within the premises, but shall not exceed ten feet in height or width or fifty square feet in area, and shall not be located within fifteen feet of any property boundary line. However, the board of appeals by special permit may allow a secondary standing sign to be as close as five feet from a property line provided that for every foot the standing sign is within the fifteen foot setback there is a corresponding reduction of two square feet of sign area.

5245. Permanent Signs in Business and Office Research Districts (except for premises having frontage on Route One from the Westwood to the Walpole line). [Revised 3/4/91; 11/16/92; 11/7/94]

- a. Number. There shall be not more than one wall sign per separate occupant per lot.
- b. Size. Each principal wall sign may have sign area of up to 30 square feet. However, the area of a principal wall sign may be up to 5% of that separate occupant's leased or owned portion of the facade to which the sign is affixed, even though resulting in a sign larger than 30 square feet.
- c. Standing Signs. In addition to the allowed wall sign, the board of appeals may grant a special permit for a standing sign containing only the name or other identification of the premises, upon its determination that such sign is of special importance for the premises because of visibility limitations for attached signs, such as on sites occupied by two or more buildings, provided, however, that:
  - Any such standing sign shall not exceed 50 square feet in area or a maximum of 20 feet in any dimension; shall not be higher at any point than 20 feet above grade; and shall not be located within 15 feet of any property boundary line. However, the board of appeals may allow a standing sign to be as close as 5 feet from a property line provided that for every foot the standing sign is within the 15 foot setback there is a corresponding reduction of 2 square feet of sign area.
  - The board of appeals may impose such terms, restrictions, and conditions as it may deem to be appropriate to assure consistency with the purposes of this section.
- d. Secondary Signs. There may be up to two secondary wall signs on a lot, each relating to a separate building, entrance, or frontage on a street or a parking area. Each such sign may have area of up to 1 square foot for each foot of length of that separate occupant's leased or owned portion of the facade to which it is affixed, except that in no event shall any secondary sign exceed 15 square feet.

5246. Permanent signs in limited manufacturing and manufacturing districts (except for premises having frontage on Route One from the Westwood to the Walpole line). [Revised 11/16/92]

- a. Number. There shall be not more than one principal wall sign per separate occupant per lot.
- b. Size. Each principal wall sign may have sign area of up to 50 square feet. However, the area of a principal wall sign may be up to 5% of that separate occupant's leased or owned portion of the facade to which the sign is affixed, even though resulting in a sign larger than 50 square feet.

- c. Standing Signs. A standing sign is permitted, but shall not exceed 10 feet in height or width or 50 square feet in area, and shall not be located within 15 feet of any property boundary line. However, the board of appeals may allow a standing sign to be as close as 5 feet from a property line provided that for every foot the standing sign is within the 15 foot setback there is a corresponding reduction of 2 square feet of sign area.
- d. Secondary Signs. There may be up to two secondary wall signs on a lot, each relating to a separate building, entrance, or frontage on a street or parking area. Each such sign may have area of up to 1 square foot for each foot of length of that separate occupant's leased or owned portion of the facade to which it is affixed, except that in no event shall any secondary sign exceed 30 square feet.

#### 5247. Sign Size Incentive

Any sign or set of signs on the same premises may have 25% more sign area than otherwise allowed if at least five of the following seven criteria are satisfied.

- a. The sign area enclosing all letters, figures, or representation equals not more than 50% of the total sign area.
- b. All display lettering is of the same color.
- c. All display lettering is of the same style.
- d. The entire sign background is uniform in color.
- e. Not more than four words or sets of numbers are displayed.
- f. Sign content is limited to identification of the principal use of the premises, exclusive of advertising or other information.
- g. Sign size, shape and placement result in no interruption to any building column, wall corner, sill line, cornice, roof edge, or similar architectural feature.

#### 5248. Sign Number Incentive

The zoning board of appeals may grant a special permit authorizing a sign in addition to those otherwise allowed, with or without conditions, and in so doing to authorize up to 50% more sign area than authorized by Sections 5241 through 5246 above, provided that it makes the following determinations.

- a. At least five of the seven criteria of Section 5247 are met.
- b. Granting the increase would better serve the purposes of Sign Regulations (Section 5210) than would denial.
- c. There are case-specific circumstances which make the increase appropriate, such as preexisting building configuration designed for more signs than are now allowed, a building with unusual multiple exposures, or unusual difficulty in otherwise identifying the premises.

#### 5250. Sign Review Board

##### 5251. Establishment

A sign review board shall be established for the following purposes:

- a. To periodically review the existing sign bylaw and advise the planning board as to desirable modifications.
- b. To bring suspected violations of the sign bylaw to the attention of the building inspector.

##### 5252. Membership

The sign review board members shall be appointed by the planning board and shall consist of the following:

- One planning board member
- One person from the industrial community
- One member from a community civic group
- Two business persons
- Two citizens from the Norwood community

## 5300 DEVELOPMENT STANDARDS

#### 5310. General Design Requirements [Revised 3/4/91]

##### 5311. Lighting

- a. Applicability. The following limitations shall be observed by all new exterior lighting installations, except those within and illuminating a right-of-way, or up to two security lights on any premises.



## SIGN DEFINITIONS

[As revised thru 5/13/02]

**Accessory Sign:** Any sign whose subject matter relates exclusively to the premises on which it is located, or to the occupants or activities of those premises.

**Non-Accessory Sign:** Any sign that advertises or designates a product or service not on the premises on which the sign is located.

**Secondary Sign:** A wall sign placed on a wall other than that designated by the owner as the "front wall" of the building, located in relation to a separate building, entrance, or frontage on a street or parking area.

**Setback:** The distance from the street line to the nearest point of any structure or element thereof other than a fence, wall, other customary yard accessory, projections allowed to encroach on building lines by the State Building Code, or an unroofed porch, deck, or terrace not exceeding four feet in height above the average level of the adjoining ground.

**Sign:** Any letter, word, symbol, drawing, picture, design, device, article or object designed to advertise, inform, or attract the attention of persons not on the premises on which the device is located, including devices on awnings. The following, however, shall not be considered signs within the context of this bylaw.

- a. Any temporary or permanent sign erected and maintained by the town, county, state, or federal government for traffic direction or for designation of or direction to any public building or property, historical site, hospital, or public service facility or property.
- b. Flags and insignia of governmental jurisdictions, except when displayed for the purpose of commercial promotion.
- c. Devices limited solely to directing traffic within or setting out restrictions on the use of parking areas and not exceeding three square feet in area or containing any commercial advertisement.
- d. The standard type of gasoline pump bearing thereon in the usual size and form, the name and type of gasoline and the price thereof.
- e. Devices identifying a building, as distinct from one or more of its occupants, such device being without illumination or letter color contrasting with background, not exceeding three square feet in area, attached in such a way as to be an integral part of the building.
- f. Address identification through numerals and letters.
- g. Devices made of paper, posterboard, cardboard, cloth, canvas, fabric, cardboard, or other light material placed in or on display windows, or markings unremovable paint or marker inscribed directly on glass, if such devices and markings cover not more than 30% of window area, are not permanently mounted, and are illuminated by building illumination only.

A two-sided sign with message on opposite sides (back to back) will be deemed to be one sign; a sign with faces at an angle to each other shall be deemed to consist of several signs, one for each direction faced.

**Sign Area:** The area of the smallest rectangle or circle within which the entire sign can fit; including any portion of the structural supports which contribute through shape, color, or otherwise

to the sign's message; and including any separate surface, board, frame or shape on or within which the sign is displayed. For signs the components of which are applied directly to a building or other structure, the sign area shall include any background of a different color, material, or appearance from the remainder of the wall or structure, and shall include any background of a different color, material, or appearance from the remainder of the wall or structure, and shall in any event enclose all letters, figures, or representations related to the sign.

**Sign Height:** Measured to the highest point of the sign, including any structural or ornamental projections above the sign proper, from the grade abutting the sign.

**Standing Sign:** Any and every sign erected on or affixed to the land and any and every exterior sign that is not attached to a building.

**Temporary Sign:** Any sign, regardless of construction, whose message has a limited period of usefulness, such as signs related to sales or civic events or real estate transactions.

**Wall Sign:** Refers to any and every sign affixed to a building.

**Window Sign:** Any sign either attached to a window or door, or partially or wholly located within 12" of the glass and visible through it.

Building Permit # \_\_\_\_\_

Wiring Permit # \_\_\_\_\_

Estimated Cost of sign:\$ \_\_\_\_\_

## TOWN OF NORWOOD

SIGNS, AWNINGS, MARQUEES + OTHER PROJECTIONS



## "PROPOSED" Signage

Sign Type:	Number	Sign Size	Sq.Ft.	Illuminated?	Distance to Property line?
Wall Sign					
Free Standing Sign					
Projecting Sign					
Temporary Sign					
Moving Sign					
Window Sign					
Secondary Sign					
Non-Accessory Sign					
Directory Sign					
Awning Sign					

## "EXISTING" Signage

Sign Type:	Number	Sign Size	Sq.Ft.	Illuminated?	Distance to Property Line?
Wall Sign					
Free Standing Sign					
Projecting Sign					
Temporary Sign					
Moving Sign					
Window Sign					
Secondary Sign					
Non-Accessory Sign					
Directory Sign					
Awning Sign					

**OFFICE POLICY: ANY APPLICATION NOT FILLED OUT COMPLETELY SHALL BE RETURNED TO THE APPLICANT. DO NOT REAPPLY UNTIL ALL THE INFORMATION IS PROVIDED.**

**REQUIRED: One drawing, submitted to the Building Inspector, which shall indicate: Plan View \*-Side + Front Elevation: \*Plan view shall include dimensions from existing building, driveways, and street intersections-if applicable. Please review the State Building Code and the Zoning By-Law of the Town of Norwood before submitting any information.**

Describe the advertising copy to be placed on your sign

Street location where the sign will be located

Applicant: \_\_\_\_\_

Lessee or Owners Name

Street

Town

Tel.#

Sign Company: \_\_\_\_\_

Name

Street

Town

Tel.#

## Important Note:

If you are erecting a sign over a PUBLIC WAY [sidewalk, etc.] it is required: That you submit a \$25,000 surety bond to the Norwood DPW to obtain a SIDEWALK OBSTRUCTION PERMIT from them. No sign permit will be released for a sign being erected over a public way unless a sidewalk obstruction permit is shown to the Building Inspector.

All applications for illuminated signs shall be accompanied by a wiring permit.

All work done without a valid permit shall cause this office to take legal action.

I hereby apply for a permit to erect and maintain a sign or signs in the Town of Norwood:

Signature of the OWNER of the building

Signature of the LESSEE

Signature of the APPLICANT and his/her title

## OFFICIAL USE:

ZBA decision: [YES] [NO] CASE # \_\_\_\_\_

Approved: \_\_\_\_\_

Comments: \_\_\_\_\_